



## ARMED FORCES ENTERTAINMENT OFFICE

ARLINGTON, VIRGINIA 22202-4306

Armed Forces Entertainment  
1225 Jefferson Davis Highway  
Suite 413  
Arlington, Virginia 22202-4306

Dear Entertainer,

Thank you for your interest in the Armed Forces Entertainment (AFE) Office. AFE is the single point of contact in the Department of Defense (DoD), for professional entertainment supporting our troops overseas. Our mission is to provide high quality, high impact, live, free, American entertainment and special events to the US military forces and their families stationed overseas with a priority to remote and isolated locations, ships at sea, and contingency operations. The purpose of our program is to lift the spirits and morale of our troops and maintain their readiness and effectiveness while serving in defense of our country.

Your interest in this program is commendable and, if selected, you will follow the rich and fulfilling legacy of entertainers who have performed before you to support our troops overseas. The information that follows outlines the AFE program and provides basic background on entertainment requirements. More detailed information will be provided upon selection. Should you decide to participate, send us the information listed on the last page of this document. We will screen it and match it with the needs of the circuits. If you are selected, we will contact you to begin the process for one of the most enjoyable and exciting events of your entertainment career. Good Luck.

Sincerely

DOUGLAS A. NELSON, Lt Col, USAF  
Chief, Armed Forces Prof Entertainment  
Directorate of Services

**MANDATORY : ALL MEMBERS OF THE GROUP MUST BE 18 YEARS OF AGE.**

## **LOCATIONS**

There are seven circuits for entertainment throughout the world. Some circuits have as many as 50 locations and some as little as 10. Tour lengths range from 1 to 6 weeks depending on circuit. Circuits consist of the following:

Alaska/Greenland	Northern Europe	Caribbean	
Mediterranean	Pacific	Middle East	Balkans

## **TRAVEL**

AFE coordinates and purchases all commercial air travel. In some circuits, you may be required to use commercial, military plane, bus, truck, or automobile transportation. Travel arrangements, in country, are generally made by local or regional coordinators who will assist you at each location. You are responsible to ensure you get to each location on time. Local coordinators do not travel with the entertainers.

## **MONEY**

DoD does not pay tour salaries. Each member of the group receives an Honorarium of \$150 per day, including departure and return days. One check will be provided to the agent or group manager 5-10 days before departure for 60 percent of the honorarium. The remaining 40 percent, plus any allowable reimbursable expenses will be sent to the agent or group manager 15 days after AFE receives the receipts. Invoices and receipts are due to AFE 10 days after your return from tour. The maximum reimbursable expense must not exceed \$1200 for the entire tour. Bring additional money, checks, or ATM cards to ensure you have sufficient funds to meet your needs during the tour. You must have sufficient funds to defray the cost of lodging and food during your tour. The partial honorarium of 60 percent is provided to assist you with this expense. No additional funds can be provided until the tour is complete. Please keep all receipts, except for meals. Reimbursable expenses are limited to:

- Customs or country departure fees
- Passport and visa photos
- Postage
- Immunizations
- Mileage to and from the airport @ \$.31 miles per car (detailed travel log is required)
- Local travel costs (vehicle rentals, tolls, short term parking)
- Baggage tips (reasonable amount)
- Other production costs on a case by case basis

## **LODGING & FOOD**

You will stay in military lodging or civilian hotels depending on availability. All attempts will be made to arrange for the cheapest lodging rates. Facilities, room rates, and amenities will vary widely. It is your responsibility to pay lodging bills before leaving each location. Base dining halls are your most economical eating options. Your food costs in the dining halls will be comparable to fast food prices. Fast food, snack bars, and local restaurants are also available.

## PERFORMANCES

Since you are being sent to “bring a little bit of America” to troops overseas, **75-80% of your show must be cover songs**. All performers must be at least 18 years of age. You will be expected to perform for a minimum of 2 hours, plus breaks, and you will perform an average of 5-6 days per week. Restrictions apply regarding appropriate conduct and customs. You cannot perform on the local economy, pass the hat, consume alcohol on stage or while performing, or sell any promotional materials including autographs, pictures, CDs, tapes, souvenirs, hats, etc. All shows are free of charge and open to all military and DoD personnel and their families. Military clubs are not permitted to charge for entertainment.

## CONDUCT

Your conduct must always reflect favorably on the United States of America, the Department of Defense, and the Armed Forces Entertainment program. Performances must be wholesome and in good taste. Materials cannot be offensive to anyone in regard to race, religion, national origin, sex, military rank, military service or handicaps. Avoid controversial issues and topics. Illegal drug use or possession is strictly prohibited. Do not joke about drug use, possession, or purchase.

## APPLICATION TO TOUR

Please provide your information to: Armed Forces Entertainment  
1225 Jefferson Davis Hwy  
Suite 413  
Arlington, VA 22202-4306

Include the following:

Name of Group and Agent/Manager  
Address and Telephone of Contact Point  
Number of Group Members  
Type of Entertainment (Country, R&B, Magic, Blues, Comedy, etc.)  
Length of Tour Desired  
Promotional Package to Include:  
    Video/CD/tape of your show  
    Song list  
    8X10 color photo  
    Recommendations/news clips/thank you letters, references  
    Website